

## REAL ESTATE

### **iCola – Our New Online Service**

Use the link: [www.michigan.gov/iCola](http://www.michigan.gov/iCola) to access DELEG's online application site. There you will be able to apply for new salesperson licensing, update addresses, process real estate salesperson transfer applications and more! Electronic renewals are scheduled to activate at this site after mid-August.

**Brokers:** If you have not previously activated your iCola account, please access the site now and set up your permanent USER ID and PASSWORD. If you no longer have the iCola USER ID and PASSWORD that was mailed to you, log into iCola to request new ones. Please allow 3-5 days for mailing. Retain your USER ID and PASSWORD in a confidential and safe location so that you can refer to them as needed.

**All licensees:** It is your responsibility to maintain a current address on file with the Department by notifying DELEG of any address change. The Department will mail paper license renewal applications to ALL licensees. These applications will be mailed to the last known address DELEG has on file. The US Post Office does not forward these applications. Failure to receive a notice does not excuse you from keeping your license current if you continue to practice real estate in Michigan.

Prior to August 2009, please verify that your current address is the same as the address on file for you. Access your iCola account and view your information. If it needs updating, this can be accomplished by:

1. using the iCola site and perform it electronically
2. e-mailing your address change to [bsclic@michigan.gov](mailto:bsclic@michigan.gov), or
3. faxing the information to 517-373-1044

### **New Salesperson License Applicants** – important information about license fees:

- The \$36 iCola application fee is for an application intended to result in a license issued in the third year of the standard 3-year real estate license cycle. The current cycle expires 10-31-2009.
- However, if you qualify to receive your first real estate salesperson license after July 2, 2009, policy mandates that the Department issue a license to expire at the next 3-year license period (those will expire 10-31-2012). Therefore, the application payment prior to July 2 only covers your license if it is issued before July 2, 2009.
- If your real estate salesperson license is issued after July 2, and we have received a license fee of only \$36, the Department will contact you to collect an additional \$52 to cover the remaining term of the license you will receive.
- Further, it is important that the balance of the license fee is received otherwise it jeopardizes your ability to receive the photo pocket license at the PSI exam site. Thank you.

Additional Information Regarding iCola: Applicant Information on this page also provides FAQ's regarding iCola license application process for salespersons